

MINUTES
STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES
Friday, November 18th, 2022, 10:00 a.m.
Stillwater County Library
27 N 4th St
Columbus, MT 59019

Meeting to be held at: Palladium Draughthaus, 702 E Pike Ave, Suite A, Columbus, MT 59019

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 10:16 a.m.

Present: Commissioner Jeff Ruffatto, Foundation Board members: Sheri Fallang, Jessica Garruto-Bond

Members Present: Lynda Grande, Chair; Kathleen Ralph, Joan Brownell, and Linda Halstead-Acharya were present from the Board. Jennifer Ball, Secretary was present. Robyn Lamoreaux was absent.

Annual Report with the Commission scheduled for January 11th at noon.

1. Approval of Minutes – October 11, 2022 – Linda moved to approve the minutes. Kathleen seconded. Motion passed.
2. Communications
 - a. Trustee Training Sharing
 - i. Kathleen provided an update on the Federation Task Force.
3. Financial reports
 - a. It was noticed in the budget report that a trust fund deposit was not accounted for in the total, and the capital improvement fund only accounted for the \$10,000 deposit made earlier this year. The correct account totals were verified with Jerry. Jeff Ruffatto suggested talking to Leonard about the discrepancies.
4. Library Director's Report – See Attached
5. Committee Updates
 - a. Budget
 - b. Hiring
 - c. Policy
6. Unfinished Business:
 - a. Foundation Update
 - i. Website

1. Cheryl provided an update via email on the progress of the paperwork, which also included anticipated costs.
 - ii. Extended evening hours
 1. Later hours on Mondays and Tuesdays will be implemented in January.
7. New and Miscellaneous business:
 - a. Action Item: New Year's Closure: Kathleen moved to close the library Saturday, December 31st for New Year's. Joan seconded. Motion passed. The county holiday is Monday, January 2nd.
 - b. Appoint Policy Review Committee
 - i. Linda and Joan will assist with policy review to begin in January.
8. Announcements

Next Meeting: December 12th, 2022, 1:00 PM

9. Adjournment

The meeting was adjourned at 11:05 p.m.

10. Strategic Planning
 - a. SWOT

To Do's

- Jen to acquire the county disaster plan from David at DES
- Jen to acquire costs for a bookmobile
- Jen to look into additional ways to purge book sale leftovers
- Jen to send the Library Board a copy of the annual report to the Commission.
- Jen to compile SWOT/SOAR findings
- Jen to set up catering for meeting with the Commission
- Jen to rebroadcast Doolittle video
- Jen to ask PJ about recording future genealogy workshops
- Jen to have staff create a display for the iPads
- Staff to launch a "Did you know?" series (in SCN, social media)
- Jen/staff to locate other locations in the county for adult events

Director's Report

UPCOMING PROGRAMS:

Children's Offsite

Tuesday:

- Absarokee Elementary School -3rd Tuesdays: 12:30-1:15 (Grades K-5)
- Kids Club Learning Center: 11:00-11:30 (1st and 3rd Tuesdays)
- Fishtail School: 10:30-11:30 (2nd and 4th Tuesdays)
- Nye School: 2:00-3:00 (1st and 3rd Tuesdays)

Wednesday:

- ABC 123 Preschool: 9:15-9:45
- Cougar Cubs Preschool: 11:15-11:45

Thursday:

- Preschool @ Park City School 9:50-10:20
- Little Fishes 10:30-11:00
- Rapleje Elementary School 12:30-1:00 (1st Thursday– grades 3-4 and 4th Thursday - grades K-2)

Friday:

- Crossblades Homeschool Co-op: 9:30-10:30
- Park City School – 11:00-12:00 (2nd Fridays)
- Columbus Elementary 1:30-2:00 (Grade K)
- Columbus Elementary 2:15-2:45 (Grade 1)

Children's @ Stillwater County Library

- Every Wednesday, 10:00-11:00 Storytime and crafts at Stillwater County Library
- Saturday, January 21, 1:00-2:00: Crafts for Kids & Adults

Tweens/Teens @ Stillwater County Library

- NEW – Starting January 18th, Every Wednesday, 3:45-4:45: Everything You're Into for grades 5-8

Adult/Teens @ Stillwater County Library

- Every Tuesday, 4:00-4:30: Learning Libby
- Every Thursday, 10:00-10:30: Learning Libby
- Saturday, January 7, 1:00-3:00: Intro to Cricut Class
- Saturday, Jan 14, 1:30-3:30: Authors Craig Lancaster and Elisa Lorello book talks and presentation, "Memory + Imagination = Fiction."
- Tuesday, January 10: Booktalk Kick Off
- Saturday, January 21, 1:00-2:00: Crafts for Kids & Adults
- Saturday, February 4, 1:00-3:00: Intro to Cricut
- Saturday, February 11, 2:00-3:30: Buck Hitswithastick - Bridging the Worlds : Native American "up-cycling." - Humanities Montana

DISPLAYS:

- Artist, Ken Conger's Wildlife Photo Display
- **Adults/Kids:** I mustache you to check out these great books
- **Adults:** Meet the Author (Books by Richard Ford, Craig Lancaster, Elisa Lorello)

Children's Themes: Bear trunk, farm/tractors, mustaches, Thanksgiving, Hot Air Balloons,

LIBRARY BUSINESS:

ANNUAL REPORT:

We Still have not narrowed down a date for our "State of the Library" report. Thursdays work best for the Commissioners.

BUDGET:

State Funds: We received \$2,251.55 from the Federation and \$3,807.15 from State Aid. The current state aid per capita is due for reauthorization in July of 2023. The Montana State Library is also increased the per capital appropriation from .40 cents per capita to .50 cents per capita. So far, the ask has been well received at the Montana State Capitol.

STAFF:

Melissa: Melissa Codner started on November 7th as the Marketing and Administrative Coordinator. We've already seen an increase in social media activity, which is only bound to increase as she adds TikTok and increase YouTube offerings. She has a lot to offer in the way of her skills and an enthusiastic attitude. Have you checked our Facebook and Instagram pages yet? It's looking very different in a very good way!

Pam: Pam continues to add variety to the offerings and has been conducting a campaign to spread the word among teachers about our online World Book offering.

Kayli: Kayli started on October 18th. She is a fast learner and really stepped up while Jennifer was out due to surgery.

Jennifer: Jennifer is putting in a proposal to present at the Spring Montana Library Association Conference in Billings. The topic will revolve around changing community perceptions through outreach and will focus on our successes in the outreach to the schools. The hope is that we will also have more adult outreach prior to the presentation that could be added. She has also applied to be on the Scholarship Committee for the Association for Rural and Small Libraries.

LIBRARY FOUNDATION: All Foundation members have been invited to the November meeting and the strategic planning.

BUILDING:

Conference Room: The conferencing equipment has finally arrived. It should be installed the week of November 14th.

Circulation Desk: Montana Correctional Enterprises is working on another plan for our circulation desk. Presently, the idea is that it'll be similar in size to what we currently have and l-shaped with a display shelf in the rounded exterior corner. It'll have two lower spots (one facing the door, one facing the library), more storage within it, and a shelf for the patron printer.

TECHNOLOGY

IT: We will be transitioning away from Morrison & Maierle Systems IT services to DIS Technologies. We will be receiving fully-managed IT services at nearly half the cost we had been paying. Garret Johnson of DIS also has knowledge of the Deep Freeze and Cybrarian software we use so the switch has another added benefit.

Website: Christine Baker met with the Commissioners about changing the county website over to a government module-based CMS and 1-2 click navigation for possible launch in January.

OUTREACH/SERVICES

Project Hope: We received word from Project Hope that as "front line" workers in the community, they'd like to partner with us in an initiative that is part of the Backpack Program, where they currently provide teachers and counselors with snacks (crackers, granola bars, etc.) that they can distribute to kids who they think might be hungry and need additional food. We will also keep Project Hope in the loop if they see kids who are without a coat or snow boots, so they can purchase some for them.

COLLECTION MAINTENANCE: It is official! We have completed all the collection organization projects we had planned. All materials are spine labeled! We've also reorganized multiple areas for easier findability. Thanks to Devin for her diligent work all these months, as she is the one who did the bulk of the work! Routine weeding will continue as necessary still.

GRANTS/DONATIONS:

Kajeet: Responses were received from Fishtail, Nye, and Park City. I'm still trying to connect with the other schools. If they aren't interested, I'll then reach out to alternate locations, such as the Absarokee Lending Library.

Pattern Energy: There still has not been a reply from the Commission regarding the library being added to the State Procurement Office contract in order to order an AT& T hotspot.